

**Resolution Relating to**

ANNUAL APPROPRIATION AND BUDGET  
FOR FISCAL YEAR BEGINNING JULY 1, 2019  
EXCLUDING INNOVATION AND TECHNOLOGY DEPARTMENT

**RESOLUTION**\_\_\_\_\_

Sponsor(s): Mayor Weinberger;  
Bd. of Finance

Introduced: \_\_\_\_\_

Referred to: \_\_\_\_\_

Action: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by Mayor: \_\_\_\_\_

**CITY OF BURLINGTON**

In the year Two Thousand Nineteen .....

Resolved by the City Council of the City of Burlington, as follows:

1 That WHEREAS, Section 157 of the City Charter requires that the Mayor, on or before June 15 of each  
2 year, provide to the City Council an estimate of the necessary appropriations to cover the expenses of each  
3 department and branch of the City government for the next fiscal year to be known as the “budget;” and

4 WHEREAS, the Chief Administrative Officer (CAO) presented a complete “draft CAO Reviewed  
5 FY20 Budget” to the Board of Finance on May 13, 2019 and the Administration subsequently met with the  
6 City Council for four budget meetings in May in which each department presented their proposed budget and  
7 responded to questions; and

8 WHEREAS, the Mayor provided on June 15, 2019 to the Board of Finance and the City Council a  
9 Recommended Budget for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020 (Fiscal Year 2020  
10 or FY20), which is an estimate of the necessary appropriations to cover the expenditures of each fund,  
11 department and branch of City government, an estimate of the revenues from sources other than property  
12 taxation, including certain operating transfers, and an estimate of the amount to be raised by taxation upon real  
13 and personal property within the City of Burlington (“the Mayor’s Budget”); and

14 WHEREAS, on June 17, 2019, the Board of Finance reviewed the Mayor’s Budget and recommended  
15 that the City Council approve it; and

16 WHEREAS, pursuant to Section 157 of the City Charter the City Council must adopt a budget and  
17 make annual appropriations by June 30, 2019, for Fiscal Year 2020; and

18 WHEREAS, it is now appropriate to make cost of living compensation adjustments for Fiscal Year  
19 2020 for eligible City employees who are not covered by a collective bargaining agreement; and

20 WHEREAS, a public hearing was held on June 3, 2019 to set the common area fees for the Church  
21 Street Marketplace; and

22 WHEREAS, following the allocation of seven capacity grants in FY19 there is approximately  
23 \$620,000 in the Early Learning Initiative Reserve Fund, about \$570,000 of which is encumbered for pending  
24 scholarships and capacity grants; and

25 WHEREAS, on May 20, 2019, the City Council heard a report from the Senior Study Committee about  
26 the needs of the Heineberg Senior Center, which included a request for the City to provide additional funding  
27 beyond the FY19 levels;

28 NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Burlington, that the  
29 estimates of the revenues and expenditures shown, the schedules, and the accompanying narrative and tables  
30 of the Mayor's Budget, except for the section titled "Department of Innovation and Technology," which will  
31 be considered separately, are adopted as the annual appropriation and budget of the City of Burlington for  
32 Fiscal Year 2020 ("the FY20 Budget"); and

33 BE IT FURTHER RESOLVED that no General Fund department or program is authorized to make  
34 any expenditure unless sufficient unexpended funds to cover the expenditure remain in the FY20 Budget line  
35 item from which that expenditure is to be made; and

36 BE IT FURTHER RESOLVED that for all departments or programs other than the General Fund  
37 departments or programs noted in the previous paragraph ("non-General-Fund departments"), including but  
38 not limited to all Special Revenue Funds and all Enterprise Funds, the appropriations in the budget are not  
39 available for expenditure until a corresponding revenue amount is received or unless additional revenues are  
40 reasonably expected to be received within six months of the expenditure; and

41 BE IT FURTHER RESOLVED that at the close of Fiscal Year 2020 no non-General-Fund department  
42 shall have incurred any debt to the City's Main Operating Sweep Account in addition to that owed at the close  
43 of Fiscal Year 2019 without prior approval of the Mayor and City Council; and

44 BE IT FURTHER RESOLVED that the unexpended balances from prior years' appropriations made  
45 for any non-General-Fund departments, including but not limited to debt service reserves and insurance  
46 reserves, shall be carried over to the FY20 Budget upon determination by the Chief Administrative Officer of  
47 the availability of such unexpended balances; and

48 BE IT FURTHER RESOLVED that the following unexpended appropriations (net of actual revenues  
49 against actual expenditures) shall be carried over to the FY20 General Fund Budget upon determination by the  
50 Chief Administrative Officer of the availability of such funds, to be used as follows:

51 FY19 Fund Balance (Non-Departmental unspent Liability Insurance expenses): \$50,000 to a  
52 committed fund (Fund 110) to provide staffing and resources required to make public bathrooms available to  
53 the downtown during non-business hours at City Hall; and

54 FY19 Fund Balance (Non-Departmental unspent Liability Insurance expenses): \$50,000 to a  
55 committed fund (Fund 110) to pay for a consultant to work with the Administration and Burlington Police  
56 Department to develop improved use of force guidelines and practices; and

57 FY19 Fund Balance (FY19 Budgeted Surplus): \$102,000 to the FY20 non-departmental budget (101-  
58 00) to fund general operating expenses;

59 FY19 Fund Balance (Fire 101-15): \$23,000 (ambulance fee revenues greater than budgeted due to fee  
60 increase) to the FY20 non-departmental budget (101-00) to fund general operating expenses;

61 FY19 Fund Balance (Non-Departmental 101-00 Interest / Investment Income above budget): \$150,000  
62 to the mandated City-wide reappraisal (Fund 110) to fully fund the reappraisal reserve, the balance of which is  
63 currently \$920,000;

64 FY19 Fund Balance (Non-Departmental 101-00 Interest / Investment Income above budget): \$32,000  
65 to FY20 City Attorney revenue account #4720 to fund half of a full-time limited service records  
66 management/public records clerk position in the City Attorney's Office (101-05) to be paid from account  
67 #5000\_115 Salaries and Wages Seasonal/Temporary; and

68 FY19 Fund Balance (Non-Departmental 101-00 unspent Project Subsidies): \$50,000 to FY20 Clerk  
69 Treasurer revenue account #4720 to fund costs that will be incurred if a special election is called in FY20 and  
70 costs associated with making elections more accessible to be paid from CT account #6238 Elections; and

71 FY19 Fund Balance (Public Works 101-19 Building Trade Permit fees above revenue): \$112,000 to a  
72 committed fund (Fund 110) to be used to support project management and consultant services to ensure the  
73 successful completion of General Fund capital projects in FY20; and

74 Prior Unassigned Fund Balance: \$464,626 will be applied to Non-Departmental GF revenue account  
75 #4720 in order to avoid the need to tax voters to the new limit authorized in March 2019, to support general  
76 FY20 operating expenses and to provide relief to taxpayers; and

77 Prior Unassigned Fund Balance: \$445,000 to FY20 Non-Departmental GF revenue account #4720 to  
78 fund a portion of the annual costs of networking and telecommunications to be paid from Non-Departmental  
79 account #6800\_105 Fees for Services BT Data Charges; and

80 Prior Unassigned Fund Balance: \$175,000 to FY20 Non-Departmental GF revenue account #4720 to  
81 provide additional funding to the Housing Trust Fund to be paid from Non-Departmental account 7900\_130  
82 Interfund Transfer to Housing Trust; and

83 Prior Unassigned Fund Balance: \$35,000 to a committed fund (Fund 110) to pay Burlington's share of  
84 the second phase of a Consolidated Hauling study; and

85 Prior Unassigned Fund Balance: \$60,000 to a committed fund (Fund 110) to continue support of the  
86 warming shelter; and

87 Prior Unassigned Fund Balance: \$28,000 to FY20 City Attorney (101-05) revenue account #4720 to  
88 fund the other half of the full-time limited service records management/public records clerk position (lines  
89 65-67 above) to be paid from City Attorney's account #5000\_115 Salaries and Wages Seasonal/Temporary;  
90 and

91 Prior Unassigned Fund Balance: \$78,750 to FY20 City Attorney (101-05) revenue account #4720 to  
92 continue funding for a part-time Special Projects and Policy position, to be paid from City Attorney's account  
93 #5000\_110 Salaries and Wages Regular Part Time; and

94 Prior Unassigned Fund Balance: \$50,000 to FY20 Burlington City Arts (101-27) revenue account  
95 #4720 to pay for expenses associated with delivering the Highlight celebration in FY20, to be paid from the  
96 Festivals/Events Division account #177; and

97 Prior Unassigned Fund Balance: \$20,000 to FY20 Department of Public Works (101-19)  
98 Administration revenue account #4720 to invest in employee safety training and tools, to be paid from DPW  
99 accounts #6210 Small Tools and Equipment and #6700 Travel and Training; and

100 BE IT FURTHER RESOLVED that pursuant to section 65 of the City's Charter, a dedicated  
101 Permitting Reserve (Fund 110) of \$200,000, using prior Unassigned Fund Balance of \$200,000, is created to  
102 be used to offset impacts of future unanticipated cycles in building and zoning fees to the General Fund budget  
103 performance in future fiscal years; and

104 BE IT FURTHER RESOLVED that pursuant to section 65 of the City's Charter, a City Facility Repair  
105 Reserve Fund (Fund 110) of \$250,000, using FY19 Fund Balance (attrition in salary lines #5000 across  
106 departments) is created to be used for emergency repairs required in City buildings, such repairs to be  
107 determined by a facilities committee and the Chief Administrative Officer. The committee will include  
108 representation from the Department of Public Works, Parks, Recreation & Waterfront, and the Mayor's  
109 Office, with input from other departments as needed. The committee will develop formal criteria to be used  
110 for decision-making; and

111 BE IT FURTHER RESOLVED that pursuant to section 65 of the City's Charter, a reserve fund is  
112 created (Fund 115) to be funded with \$165,000 of unspent FY19 expenses budgeted for vehicle purchases

113 (Police 101-17 unspent Capital Outlay Vehicle Equipment and Fire 101-15) for use for future purchase and/or  
114 lease of vehicles; and

115 BE IT FURTHER RESOLVED that pursuant to section 65 of the City's Charter, a dedicated fund is  
116 created to be funded with \$500,000 of Self Insurance (Fund 150) unspent FY19 budgeted expenses (originally  
117 targeted to investment in initiatives to reduce healthcare costs) to pay for development (consulting assistance)  
118 and implementation of any Council-approved plans designed to reduce the cost of health insurance; and

119 BE IT FURTHER RESOLVED that any surpluses in the City's Self Insurance Fund (Fund 150) or the  
120 City's Liability Insurance and Workers' Compensation Fund (Fund 175) shall be, upon determination by the  
121 Chief Administrative Officer of the availability of such unexpended balances, used to increase the balances of  
122 both the Health Insurance and the Workers' Compensation Reserves created at the end of FY18, up to the  
123 limits set for each of those reserve funds; and

124 BE IT FURTHER RESOLVED that the employee positions and grade levels authorized for Fiscal  
125 Year 2020 shall be as set forth in the section of the FY20 Budget titled Personnel Listing, except that because  
126 the budgeted positions are based on attrition trends and anticipated staff efficiencies, any determination to  
127 eliminate or reclassify any existing staff position is subject to appropriate approvals according to the City's  
128 Personnel Policies and any applicable union contract; and

129 BE IT FURTHER RESOLVED that the City Council agrees that effective July 1, 2019, all eligible  
130 regular employees not covered by a collective bargaining agreement that provides otherwise shall receive a  
131 2.5% cost of living adjustment, with a continuation of step movement where applicable; and

132 BE IT FURTHER RESOLVED that no vacancy in any position shall be posted, advertised, or filled  
133 without advance approval of the Chief Administrative Officer; and

134 BE IT FURTHER RESOLVED that effective July 1, 2019, all eligible employees, except those  
135 employees who have legally opted out of the City's health insurance program, shall contribute 4.95% of their  
136 annual salary to the City's Health Insurance Fund (Fund 150) to achieve the target of having employees  
137 contribute 17% of the total cost of the City's providing health benefits; and

138 BE IT FURTHER RESOLVED that the City Council agrees that effective July 1, 2019, all Class B  
139 employees not covered by a collective bargaining agreement that provides otherwise shall contribute 4.67% of  
140 their annual salary and all Class A employees not covered by a collective bargaining agreement that provides  
141 otherwise shall contribute 12.37% of their annual salary to the City's Retirement Fund (Fund 125) to achieve  
142 the target of having employees contribute 28% of the total retirement contributions required; and

143 BE IT FURTHER RESOLVED that within the General Fund Budget there is an account line noted as  
144 “Contingency,” with an amount of \$50,000, none of which shall be expended without prior approval of the  
145 Board of Finance and City Council; and

146 BE IT FURTHER RESOLVED that the FY20 Budget includes a \$500,000 transfer to the Early  
147 Learning Initiative Reserve Fund, which was created at the end of FY18, with the monies to be invested in the  
148 same manner as other public funds and shall be used in support of the City’s Early Learning Initiative; that  
149 these funds will support projects recommended by the Early Learning Initiative Grant Committee and  
150 reviewed and proposed by the Mayor to the City Council; and that these funds will increase the availability of  
151 high-quality infant and toddler child care slots by 2020 for children from Burlington families with a special  
152 emphasis on children from low-income households; and

153 BE IT FURTHER RESOLVED that the Chief Administrative Officer may, from time to time, make  
154 expenditures, from the General Fund of the City, for the purposes of acquisition, construction and installation  
155 of certain capital improvements or other obligations. The City may intend that such expenditures, including  
156 but not limited to parking and terminal improvements at the Burlington International Airport, downtown  
157 parking, and street capital improvements, be reimbursed through the issuance of tax-exempt bonds or other  
158 obligations, and pursuant to Treasury Regulations Section 1.150-2, the City must declare an intent to  
159 reimburse such expenditure with the proceeds of bonds or other obligations. The Chief Administrative Officer  
160 is authorized and designated as a representative of the City to adopt an *official* intent, on behalf of the City, to  
161 determine, in each case, whether an approved expenditure for capital improvements will be reimbursed with  
162 the proceeds of bonds or other form of obligation; and

163 BE IT FURTHER RESOLVED that the fees charged by Permitting & Inspections shall be set as  
164 provided on the attached Fiscal Year 2020 Fee Schedule; and

165 BE IT FURTHER RESOLVED that effective July 1, 2019, the monthly rates for customers with both  
166 water and wastewater connections shall be increased for water from \$4.31 to \$4.44 per 100 cubic feet and for  
167 wastewater from \$5.82 to \$6.20 per 100 cubic feet; and

168 BE IT FURTHER RESOLVED that effective July 1, 2019, the monthly rate for water only  
169 connections shall be increased from \$4.39 to \$4.53 per 100 cubic feet; and

170 BE IT FURTHER RESOLVED that effective July 1, 2019, the monthly stormwater rates shall remain  
171 the same at \$2.47 per ISU (impervious surface unit or one thousand square feet); and

172 BE IT FURTHER RESOLVED that investment management fees and related administrative  
173 expenditures of the Burlington Employees Retirement System shall be funded from the investment returns of  
174 the Retirement Fund and shall not exceed \$700,000 in the fiscal year ending June 30, 2020, but other  
175 operating expenses, including retirement employee wages, shall be paid by contributions to the Fund; and

176 BE IT FURTHER RESOLVED that the Medcomp rate for those remaining eligible for it shall be  
177 \$146.49 per month for a single person, and \$277.68 for a single + one and the monthly COBRA premium  
178 equivalent for health and dental insurance shall be as follows:

	Health	Dental
180 Single	\$ 807.89	\$ 31.04
181 Single +1	\$1,534.99	\$ 56.88
182 Family	\$2,262.10	\$ 95.62; and

183 BE IT FURTHER RESOLVED that except as otherwise provided herein any amounts held in a reserve  
184 fund for more than one year were identified as part of the budget presentation process and included in the  
185 Highlights of FY20 CAO Reviewed Budget document dated May 15, 2019; and

186 BE IT FURTHER RESOLVED that the FY20 Budget includes \$50,000 for City Councilor-Requested  
187 Initiatives, which was created and contingent on the development by the Board of Finance or City Council of a  
188 plan for verifying requests, monitoring, and assessing the use of funds; and

189 BE IT FURTHER RESOLVED that the FY20 Budget includes funding for the activities of the  
190 Neighborhood Planning Assemblies (NPAs) of up to \$20,000 to support their efforts to increase community  
191 engagement and participation in their meetings and activities, guidelines for the expenditure of these funds  
192 will be presented to the Board of Finance for review and approval; and

193 BE IT FURTHER RESOLVED that the FY20 budget includes funding for the Heineberg Senior  
194 Center in the amount of \$58,000, and that the Administration and the City Council are committed to  
195 understanding the additional funding required to operate the Center, and will consider a budget amendment  
196 once the Administration has evaluated the additional need.

197  
198 lb/EBlackwood/Resolutions 2019/Treasurer – Annual Appropriation & Budget for Fiscal Year Beginning July 1, 2019, Excluding IT Dept.  
199 (Budget)  
200 6/13/19